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# THE KIRTLAND AFB NUCLEUS

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Photo by Todd Berenger

## 'Dress, right, dress'

DOD civilian Marisa Quiterio performs "dress right, dress" to get proper distance and interval with her fellow students during an open ranks uniform inspection at the Kirtland NCO Academy. The drill is part of her training at the academy, one of

two Air Force Materiel Command NCO academies in a year-long pilot program admitting seven civilian employees to learn about leadership, communication and supervisory skills. See Page 7 for more.

## President declares Dec. 26 a holiday

By Executive Order, President Bush has declared that all executive branch departments and agencies of the federal government be closed and employees excused from duty on Dec. 26.

For purposes of pay and leave documentation, Dec. 26 will be considered as a holiday and civilian timecards should be marked as such by using the code "LH." This will be a day off for military members and treated as a normal holiday for leave purposes.

Appropriated fund employees will follow these holiday rules:

★ Employees appointed on an intermittent basis receive no pay for the holiday unless work is performed.

★ Part-time employees will receive pay only if they are regularly scheduled to work.

★ Wage employees serving under temporary appointments limited to 90 days or less will receive no pay unless work is performed.

★ Compensatory time off is not authorized for work performed on a holiday for which holiday premium pay is applicable.

Regular full-time (RFT) employees will observe the holiday as follows:

★ Employees whose normal tour of duty is Monday-Friday will receive Dec. 26, off as a paid Federal holiday.

★ Employees whose basic workweek is other than Monday through Friday, with Dec. 26 as their regularly scheduled day off, will observe the holiday on the regularly scheduled workday immediately before the holiday.

★ Full-time employees on compressed work schedules who are not scheduled to work on a holiday receive an "in lieu of" holiday on the preceding workday. Therefore, for those employees whose regularly scheduled nonwork day is Dec. 26, the last workday immediately preceding that day will be their "in lieu of" holiday.

★ Full-time employees on compressed work schedules receive their regularly scheduled hours for Dec. 26 as a paid Federal holiday.

★ Eligible employees who had previously scheduled to take annual leave on Dec. 26 will not be charged leave for that day. However, if an employee has scheduled "use or lose" annual leave for Dec. 26 and is unable to reschedule that leave for use before the end of the leave year (Jan. 10), the leave will be forfeited.

When "use or lose" leave is forfeited under these conditions, there is no authority that permits restoration of that leave.

★ All eligible employees in a leave without pay status before and after the holiday are not entitled to be paid for the holiday. When an otherwise eligible employee is absent without leave on Dec. 26, the employee is considered absent without leave for the holiday and is not entitled to pay for the holiday.

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**95**  
**TEAM**  
**KIRTLAND**  
**members are**  
**deployed in**  
**19 locations**

**Force**  
**Protection**  
**Condition**  
**ALPHA**

**Straight Talk**  
**853-4636**

**SNOW line**  
**853-7669**

**Senior leaders**  
**holiday**  
**greetings are at:**



**Supplement**  
[www.kirtland.af.mil](http://www.kirtland.af.mil)

**Last Nucleus**  
**for 2003,**  
**today**

The Nucleus will not be published Dec. 26 and Jan. 2.

This is the last Nucleus for the year and includes schedules of open and closed facilities and events through Jan. 8 on Pages 2 and 21.

The first issue of 2004 is Jan. 9, with a deadline of Jan. 5, noon.

Send submissions to [377ABW.Nucleus@kirtland.af.mil](mailto:377ABW.Nucleus@kirtland.af.mil).

For advertising call 892-9400.